

## ***KEY POINTS FROM THE TELEWORK FUNDAMENTALS – EMPLOYEE TRAINING***

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### **Essentials of Telework**

- Definition of Telework
- Types of Telework
- Benefits of Telework
- Dealing with Telework Challenges
- Success Factors for Effective Telework

### **Skills and Processes**

- Desired Teleworker Skills
- Approaching Your Manager About Telework
- Teleworker Responsibilities
- Preparing To Work in Your Home
- Establishing a Communication Plan
- Importance of Trust

### **Telework-Related Topics**

- Continuity of Operations (COOP)
- Pandemic
- Unscheduled Telework
- Telework-Ready Employees